Bournemouth University

Placement Environment Profile (PEP)
Complete User Guide
View and Edit

June 2013

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1. What ARC, PEP, POW and Audit Tool?

ARC is a placement management system that assists the allocation of students to placements across a range of disciplines. Bournemouth University will use following ARC modules:

- **ARC core application – enables the HSC Placements Support Team to centrally administer placements.**
- **ARC PEP (Practice Environment Profile) provides each placement area with:**

- Ability to share placement information with students and update their profile
- Access to information about student allocations
- Ability to access reports on specific placement information

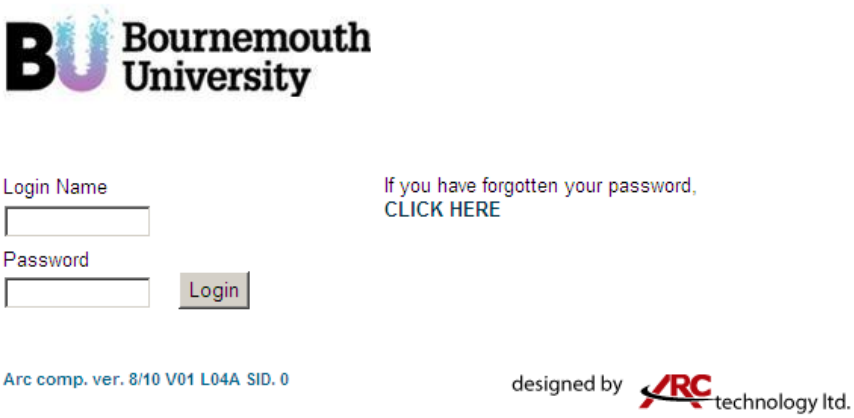
- **ARC POW (Placements On the Web) – POW provides students with:**
- Details of their placement
- Information about each individual placement area (location, type of service delivery, shift patterns, directions to get there, uniform requirements, facilities, accommodation, recommended pre- reading etc.)
- Record of their attendance
- Ability to evaluate the placement experience
- **Audit Tool - enables easier auditing placement areas and provides easy access to recent audits**

2. PEP User Account and Logging in

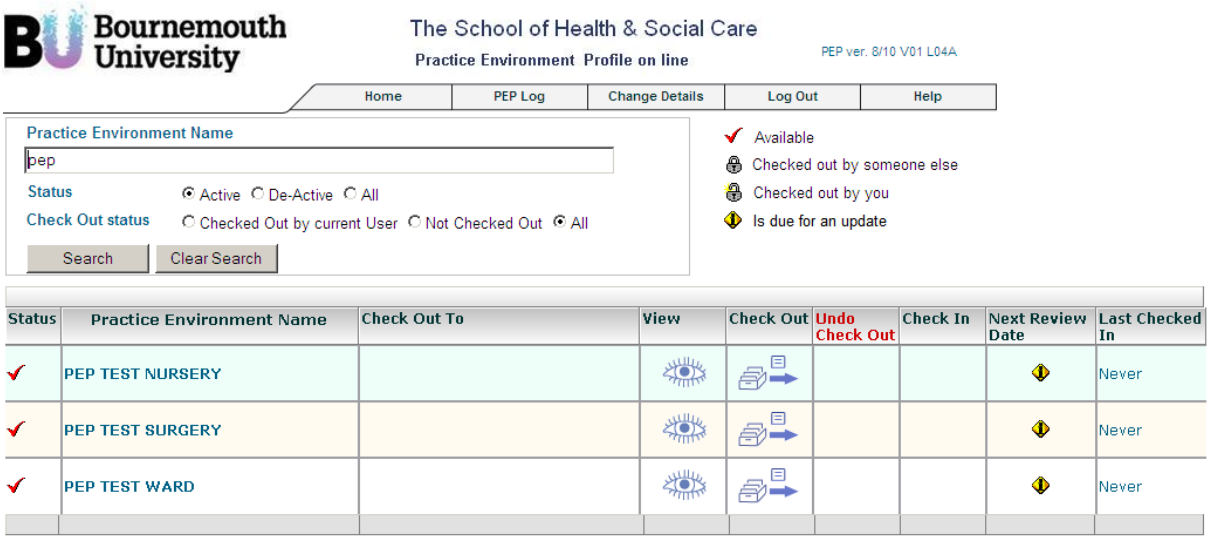
Access to PEP requires a username and password. These will be issued by the HSC Placements Support Team. If you require access, please email PEP Support on pepsupport@bournemouth.ac.uk. Your user name and password will be emailed to you.

Logging in

- Access the PEP Login page: https://barc.bournemouth.ac.uk/pep or via Bournemouth University's website: www.bournemouth.ac.uk/pep (click on PEP Logon tab)
- Enter your full email address as your login name and password provided by HSC Placements Support Team

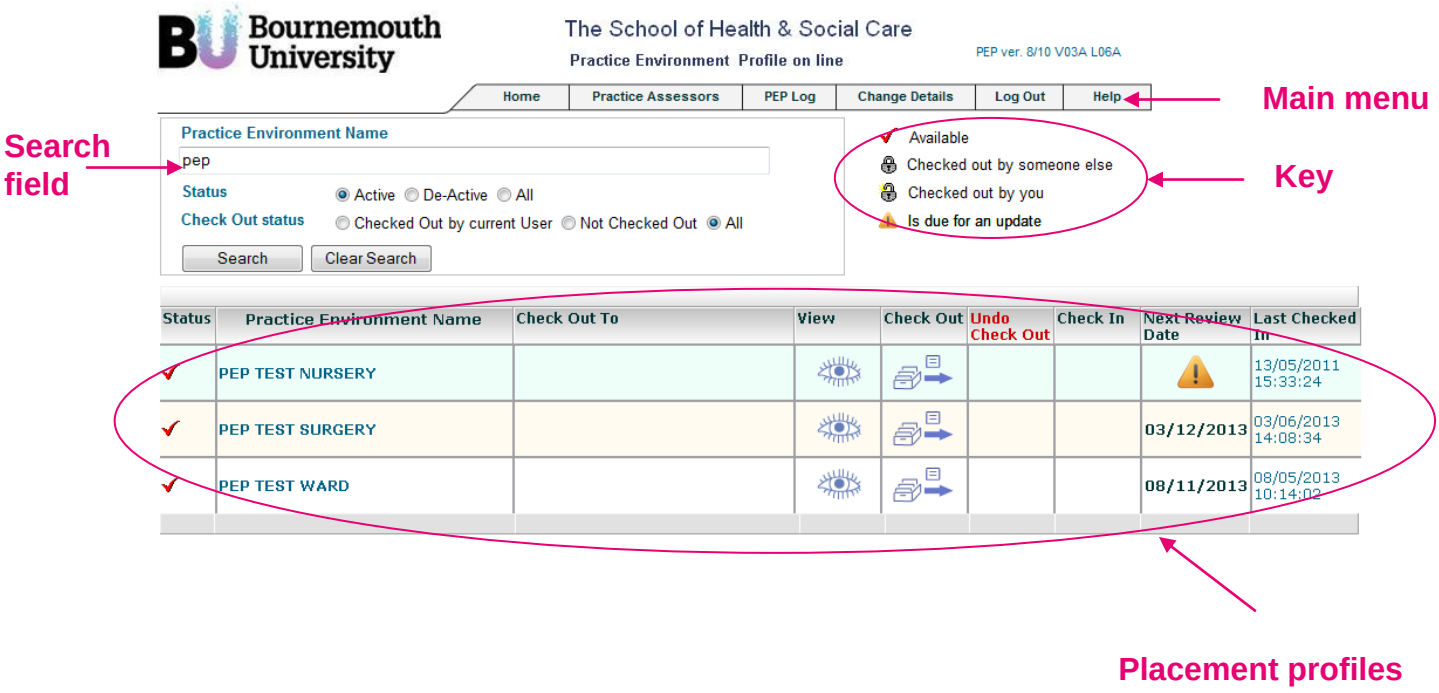


When you successfully login to PEP, the homepage will appear.



3. PEP Homepage and Menus

On successful login to the PEP, the homepage appears. It consists of a menu bar, a search field, icon key and details of all practice profiles to which you are assigned. If you are associated with a number of PEPs, all will appear but over a number of pages. If you have access to more than 50 PEPs you will need to type the name of the PEP you are looking for in the Search Field.



Main bar menu:

- PEP Home - Click here to return to the PEP home page
- Practice Assessors - Click here to switch to Practice Assessors database

- PEP Log - An audit tool created to allow the tracking of activity for each practice profile. It shows when each PEP was last updated, by whom and what action was taken.
- Change Details (Password) Click here to change your user account password. Please ensure you keep it secure and do not share it with anyone.
- Log out - Click here to log out of PEP and return to the login page
- Help - Click here to email: pepsupport@bournemouth.ac.uk

Search field

This field is used to search for a particular practice profile to which you are assigned.

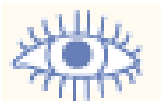
Key:

PEP available to You

PEP checkout to someone else, the name and email address of the user who has checked out the PEP will appear in the Checked Out column

PEP is checked out to you. You can either continue working on entering information on PEP or Check In the PEP to make it available to other people

PEP is due for an update



View - if you see this icon you can View the current information in this PEP. If you do not see this icon you may already have the PEP Checked Out. Some of the users may be set to only be able to View PEPs, in which case this is the only icon you will see

Undo Check Out - Use this button if you would like to cancel your current session without saving any changes

Check out - Look in the Check out column; if you see this icon you can click straight in it to go to the PEP

Check in - When you have completed updating the PEP, using the Edit PEP and Save buttons you then press the Check in icon on the home page or from within the PEP to confirm your changes back to the database. Until you have completed this action the PEP will remain Checked Out to you.

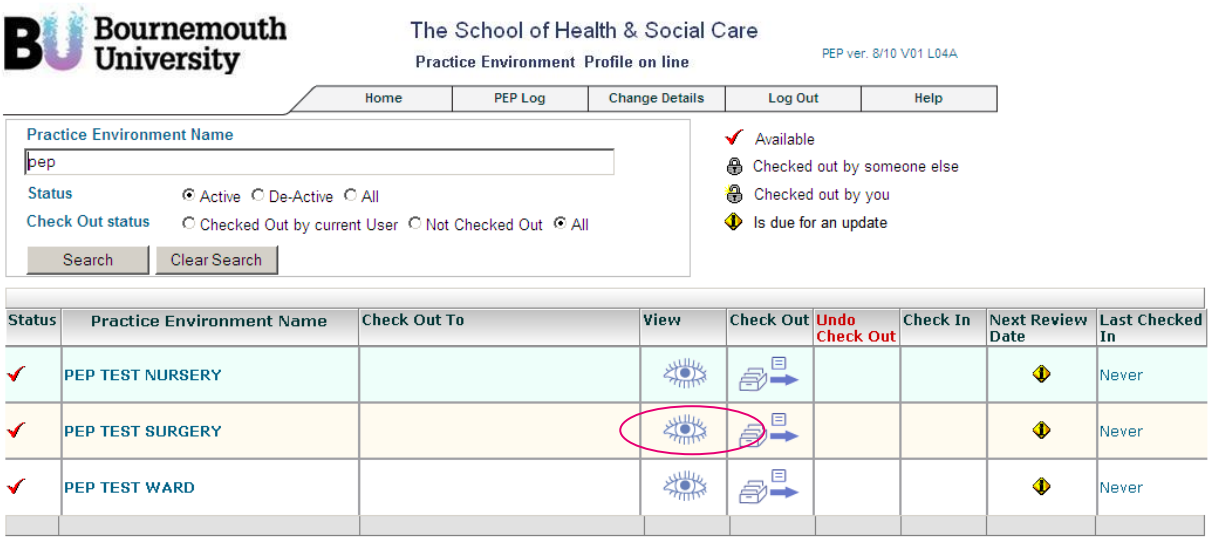
Placement Profiles

Each row represents a separate PEP. If you are assigned to less than 50 PEPs these are listed in pages. Click the page number to go to the next page of PEPs. To view less PEPs type in the placement box in the search box.
A breakdown of the PEP fields is as follows:

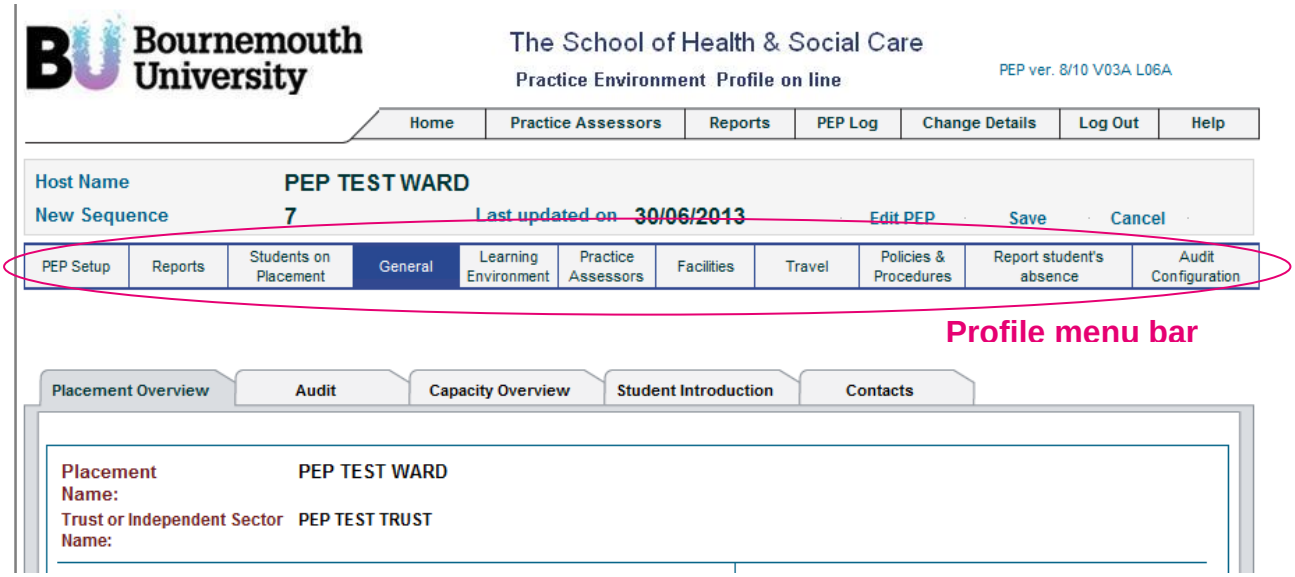
- Status: shows if the PEP is available. The key for the Status symbols always appears next to the search box
- PEP: Official ARC database name of the practice placement
- Checked Out to: indicates if a user is currently editing the PEP and who they are
- View: to look at the PEP in more detail
- Check Out: Move the PEP offline to update or change it
- Undo Check Out: Make PEP available to all users without saving changes
- Check In: make PEP available to all users including saving changes (Availability of View, Check Out, Undo Checkout and Check In columns indicates what rights you have in accordance with your user account permissions. There are two levels of permissions: view only and edit rights)
- Next Review: The date when the placement is due to be reviewed
- Last Checked In: The date when the PEP was updated

4. Viewing information on PEP

- Log into PEP
- Navigate to your PEP
- Click on the View Icon to go to the placement profile homepage



- the placement profile homepage will be displayed



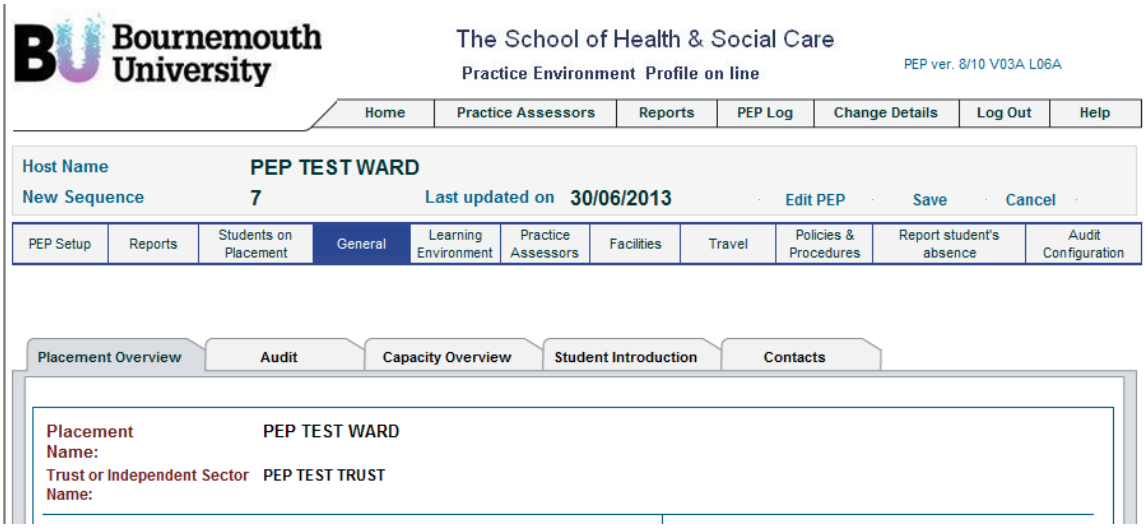
Profile Menu

The profile navigations menu provides detailed information about each placement area divided into sections. Key sections of this data will be used to update the student's placement website (POW).Click on any button to navigate through it.

PEP Setup	Guidance notes for editing PEP
Reports	Provides PEP user with the facility to prepare, print or export reports to MS Word or Excel on practice assessors, students on placement etc.
Students on Placement	Provides the placement area with a list of students allocated to their placement area
General	Placement overview, audits, capacity, student introduction and contacts
Learning Environment	Student introduction to individual placement areas and student introduction packs.
Practice Assessors	Database of Practice Assessors linked to this placement area
Facilities	Information for students about the Library, Computing and Study Area, Canteen, Changing Facilities, Accommodation etc.
Travel	Directions, Public Transport and Parking
Policies and Procedures	List of Policies and Procedures relevant to Trusts and Bournemouth University
Report Student's Absence	Information about reporting student's absence including contact details of HSC Placement Team.
Audit Configuration	Linking placement areas for audit purpose. Available only to users responsible for auditing multiple placement areas.

View details of your Practice Environment Profile

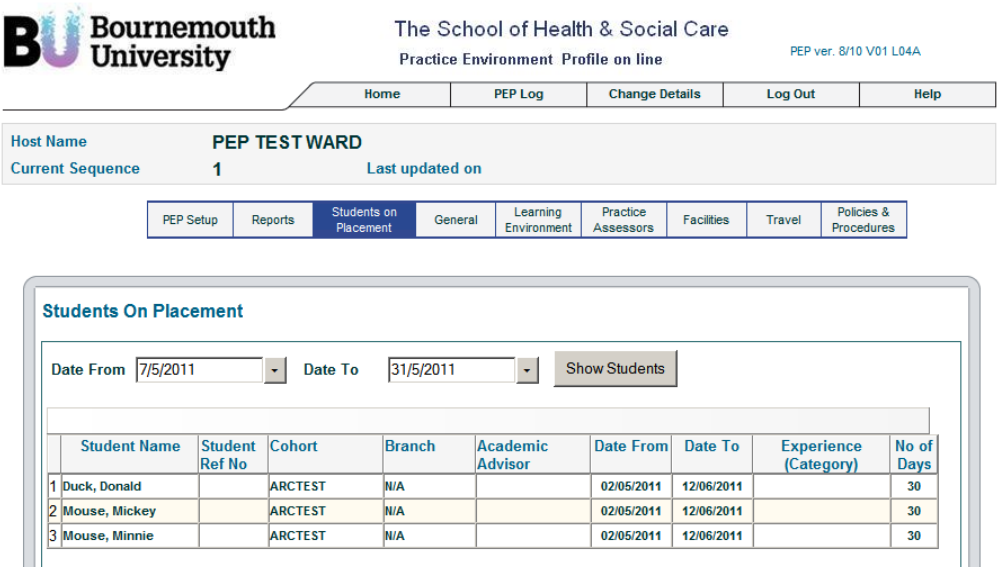
Click on any of the options on the profile menu to view particular information on your practice profile.



View students on Placement

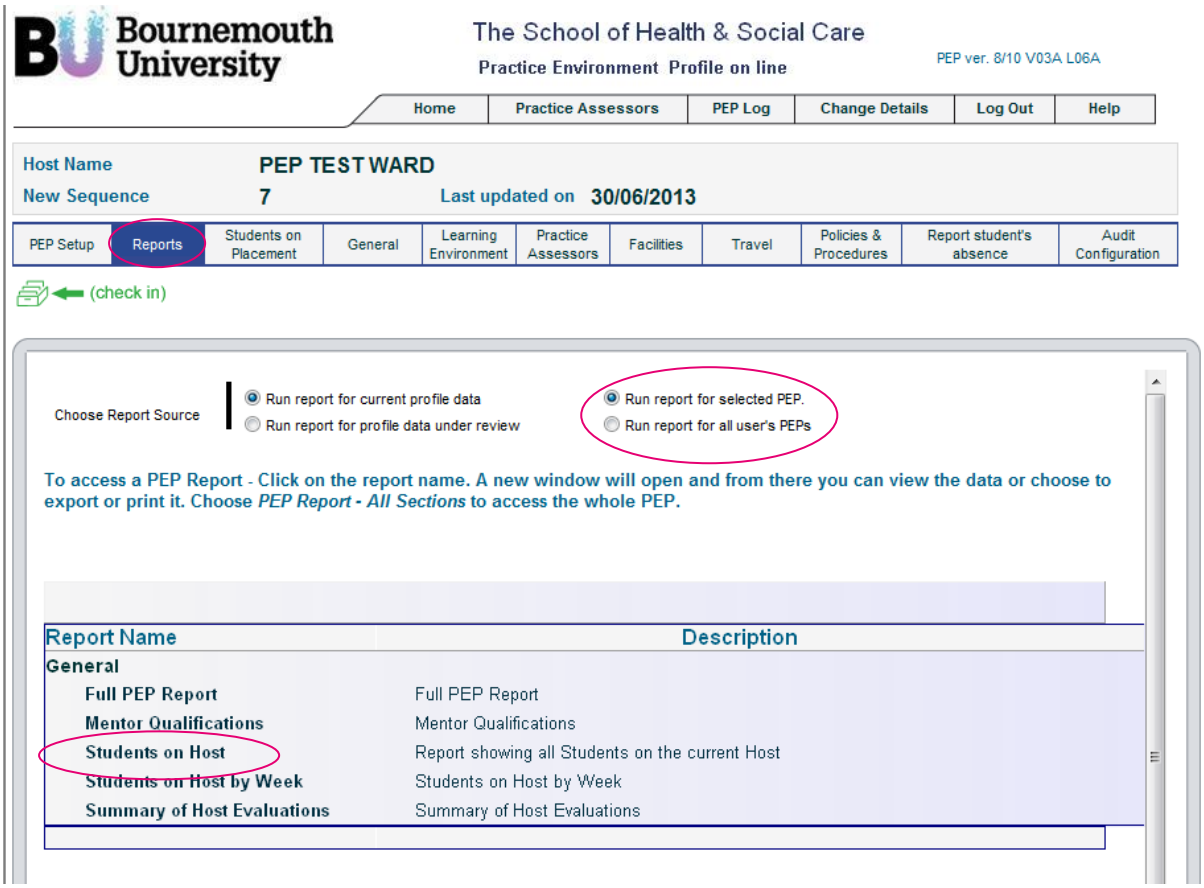
- Click on Students on the Placement option on the profile menu
- Enter the dates that you wish to search for students within your placement area
- Click on 'Show Students' button to display a list of the students allocated to your placement area. For a printable copy run a report.

The list of students allocated to your placement area during the period of time indicated by you will be displayed:

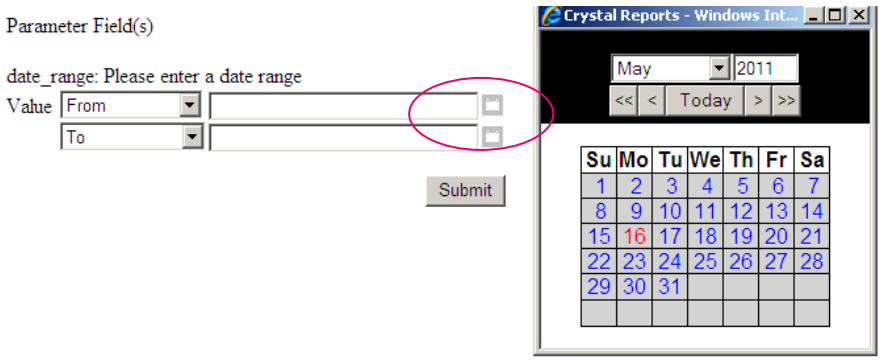


Reports (Allocation, Evaluation and Full PEP Report)

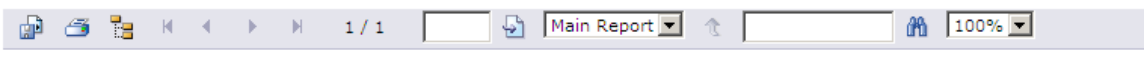
You can also access an allocation report by clicking on the Reports button on the profile navigation menu. You can run a report for a selected PEP or all the PEPs you are assigned to.



- Click on Students on Host and a new window will open
- Click on each calendar button to select the date range for your report:



The system will compile a list of students on host between the specified dates and provide a report.



Students on Host **PEP TEST WARD** between **18/04/2011** and **27/07/2011**

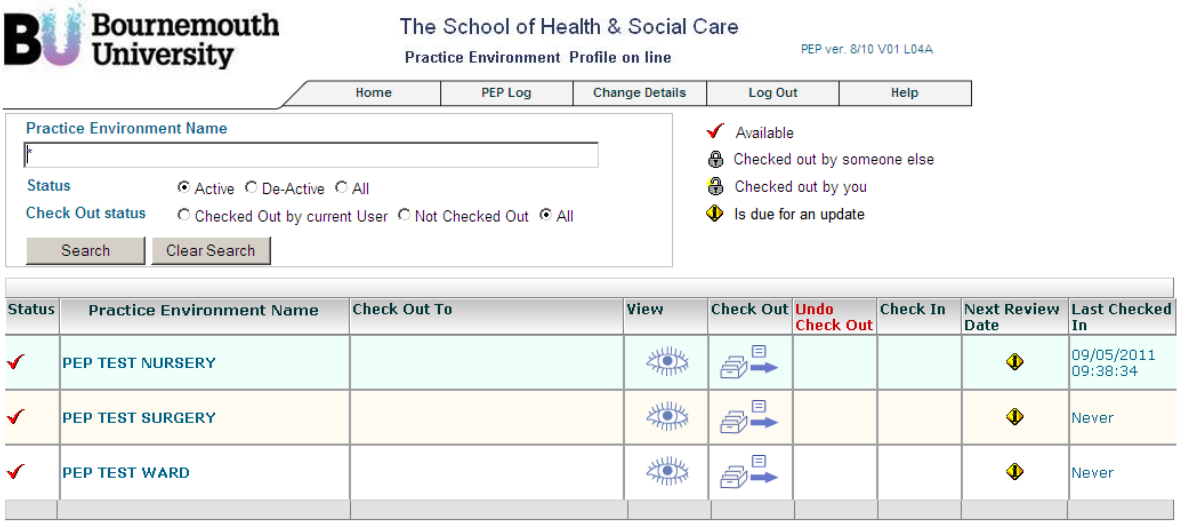
Student Name	Cohort	Date From	Date To	Experience (Category)	No of Days
Duck, Donald	ARCTEST	02/05/2011	12/06/2011		30
Mouse, Mickey	ARCTEST	02/05/2011	12/06/2011		30
Mouse, Minnie	ARCTEST	02/05/2011	12/06/2011		30

Please note that the following reports are also available in this tab:

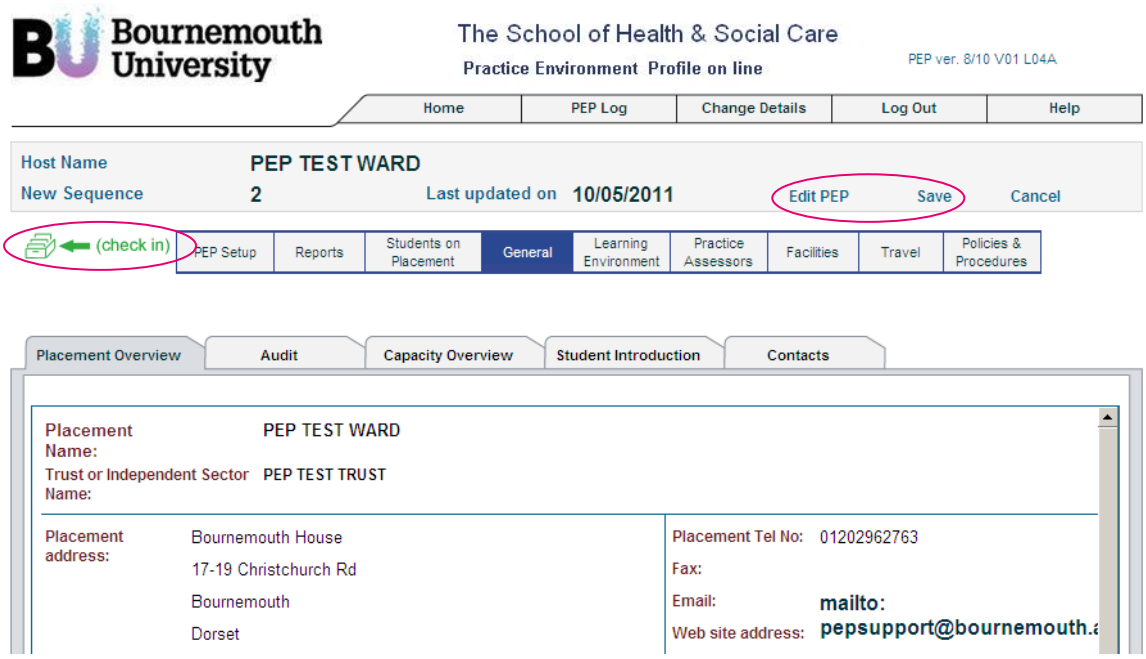
- **Full PEP report**
- **Mentor Qualifications**
- **Students on Host by Week**
- **Summary of Hosts Evaluations**

5. Editing Information on PEP

- Log into PEP
- Select from the list a placement area you wish to update and then click on 'CHECK OUT' to get editing access to your PEP



It will take you to the placement profile homepage

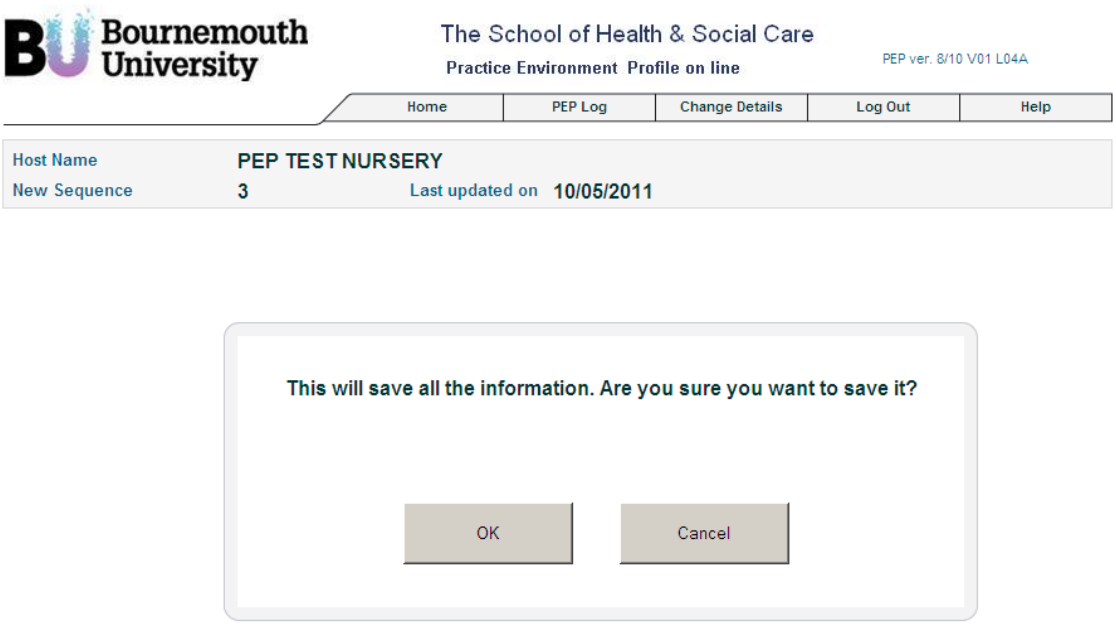


- Navigate to the page you wish to edit and click on 'EDIT PEP' (you will need to do this for each page you wish to edit)

- Make the changes you require on this page and then press 'SAVE' (to avoid losing data. It is best to do this for each page you have edited)

- When you have finished editing the pages click on 'CHECK IN'

- This will prompt you to agree to 'This will save all of the information. Are you sure you want to save it?' click on 'OK' to confirm.



Session Time Out

Please remember that the website has a timeout setting. If there is inactivity for 10 minutes you will automatically be logged out and will have to start again. Therefore, whilst editing your PEP, make sure you regularly save the information so you do not lose any data.

Spell Check

It is recommended that larger pieces of written work are completed in a WORD document first before entering onto your PEP to ensure accuracy of spelling as the PEP does not have a spell check feature. Once your text is ready you can copy it from WORD and paste it into PEP.

Formatting on PEP

The PEP system is currently unable to support the formatting held in documents entered onto its system. This means that formatted documents will require re-formatting once pasted into a PEP to ensure accuracy and readability, which may take some time. It is recommended that documents are either unformatted prior to entering onto the system and/or copied from the system once edited and pasted into a new WORD document before saving. This avoids the need to re-format the document again if it is updated and used to overwrite the current version on the PEP.

Accuracy of Information

Please ensure that all your PEP data is double checked prior to publishing for accuracy, language use and legibility to ensure it meets with organisational and professional standards of documentation.

Adding Web Links

Should you need to add any web links within your PEP, you must use Hypertext Mark Up Language (HTML), as shown in the example below.

For example:

Bournemouth University wants to attach to its PEP, a web link to travel direction to the University. The document is available from the following website: http://www.bournemouth.ac.uk/about/transport_and_maps/getting_to_bournemouth_university.html

In order to include this information within the Travel section type:

Getting here

A breakdown of the link in HTML is:

<a href= HTML opening statement
”http://www.bournemouth.ac.uk/about/transport_and_maps/getting_to_bournemouth_university.html” Web link
target=_blank> Instruction to open link in a new window
Getting here Text to appear on the PEP

 HTML closing statement.

The hyperlink will be visible only on POW (Placement on the Web).
You will not see it on your PEP.

The student view of this web link is:

Travel Information:
Getting Here

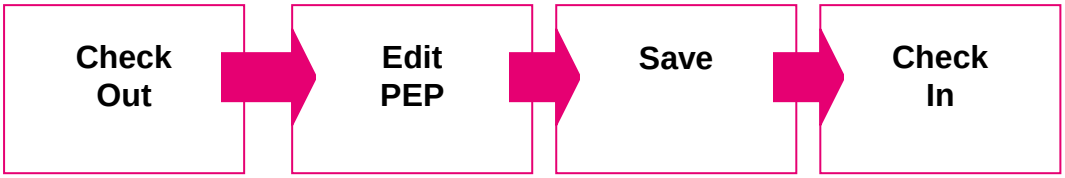
Sections updated by Bournemouth University

Following information could be updated **only** by Bournemouth University.

- Placement Name
- Trust or Independent Sector Name
- Placement Address
- Post Code
- Placement Telephone Number
- Fax
- Email
- Web Site Address
- Capacity Overview
- Contact

Please email: pepsupport@bournemouth.ac.uk if any of this information requires updating.

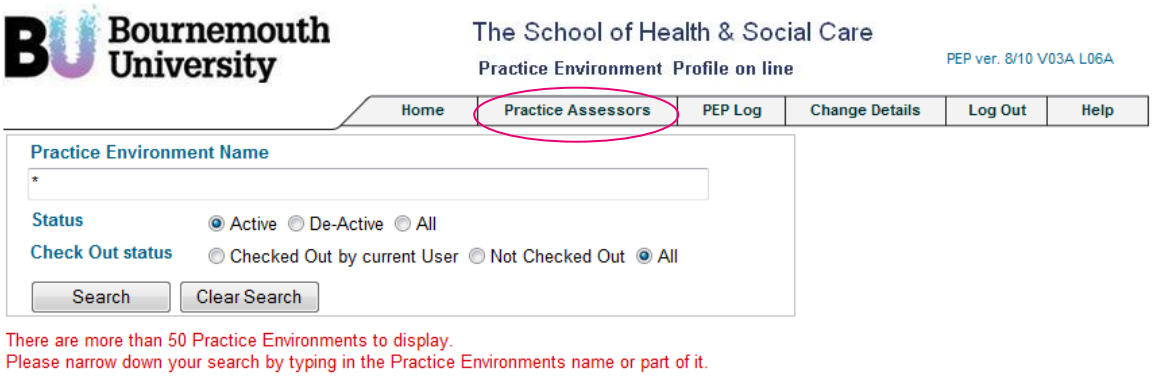
Overview of the Editing Process



Practice Assessors (this section is not compulsory for large scale providers)

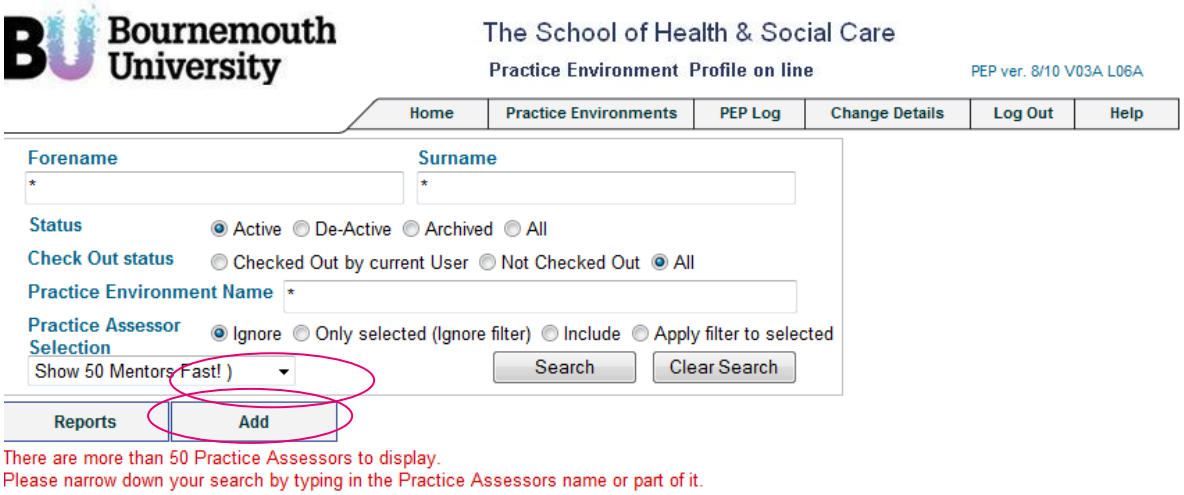
This section allows you to manage the Practice Assessors' Database in your placement area.

In order to manage information about your Practice Assessors please switch to Practice Assessors Tab. This is your mentor database.

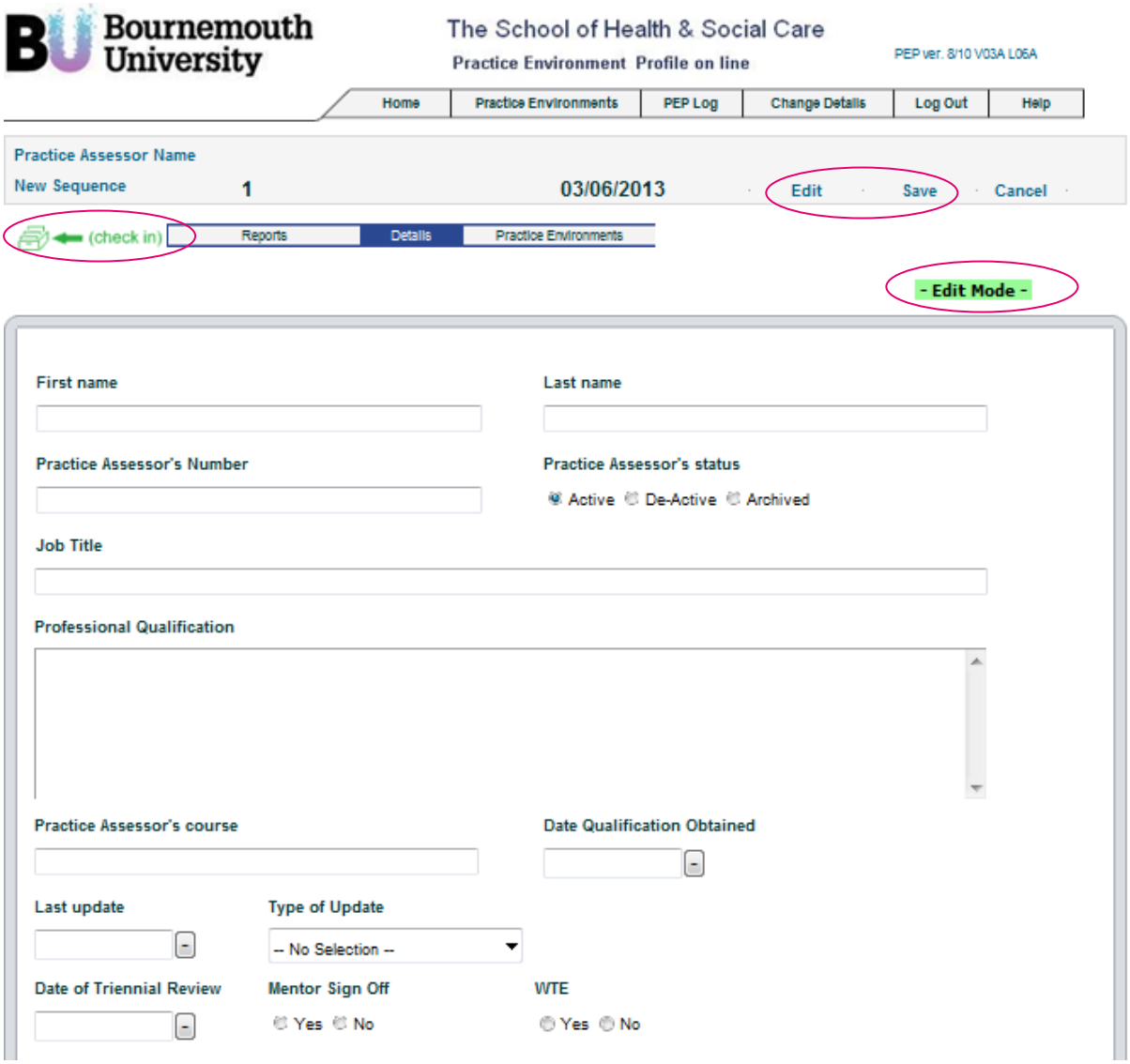


You can search for existing mentors within your organisation using the following filters:
- Forename
- Surname
- Status
- Practice environment name

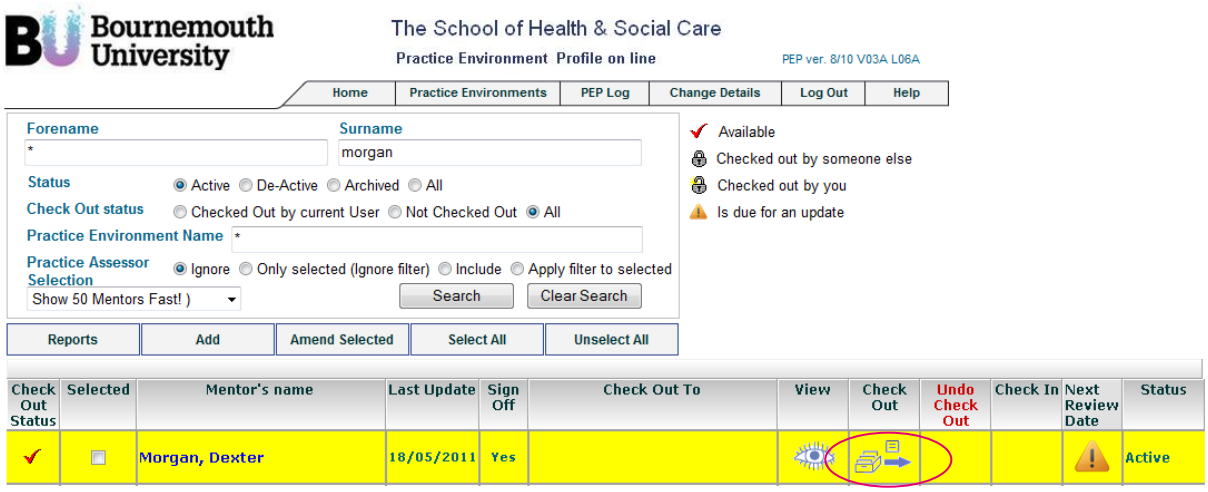
- Add a Practice Assessor - click the 'Add' button and a new screen will appear with fields to enter: First Name, Last Name, Job Title, Professional Qualification, Practice Assessor's Course, Date Qualification Obtained, Last update, Type of the update, Mentor Sign Off, WTE, Notes.



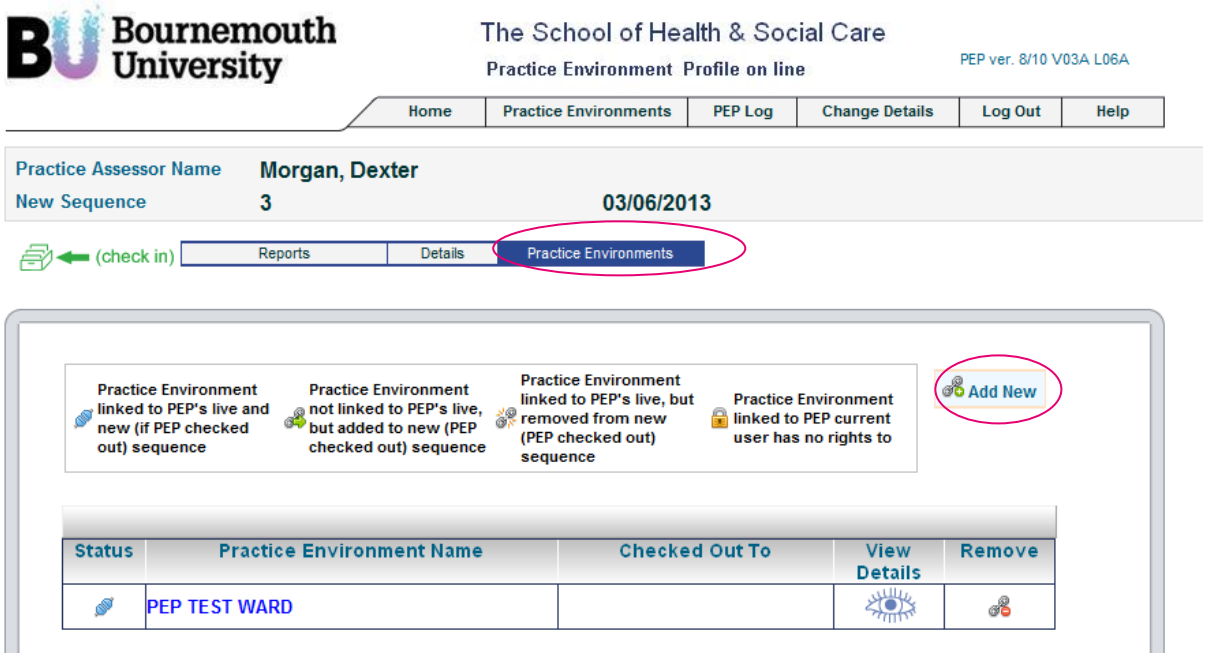
Please make sure you are in edit mode (if not click on edit).
When you have added the new details, click the 'Save 'button. On completion click 'check in'.



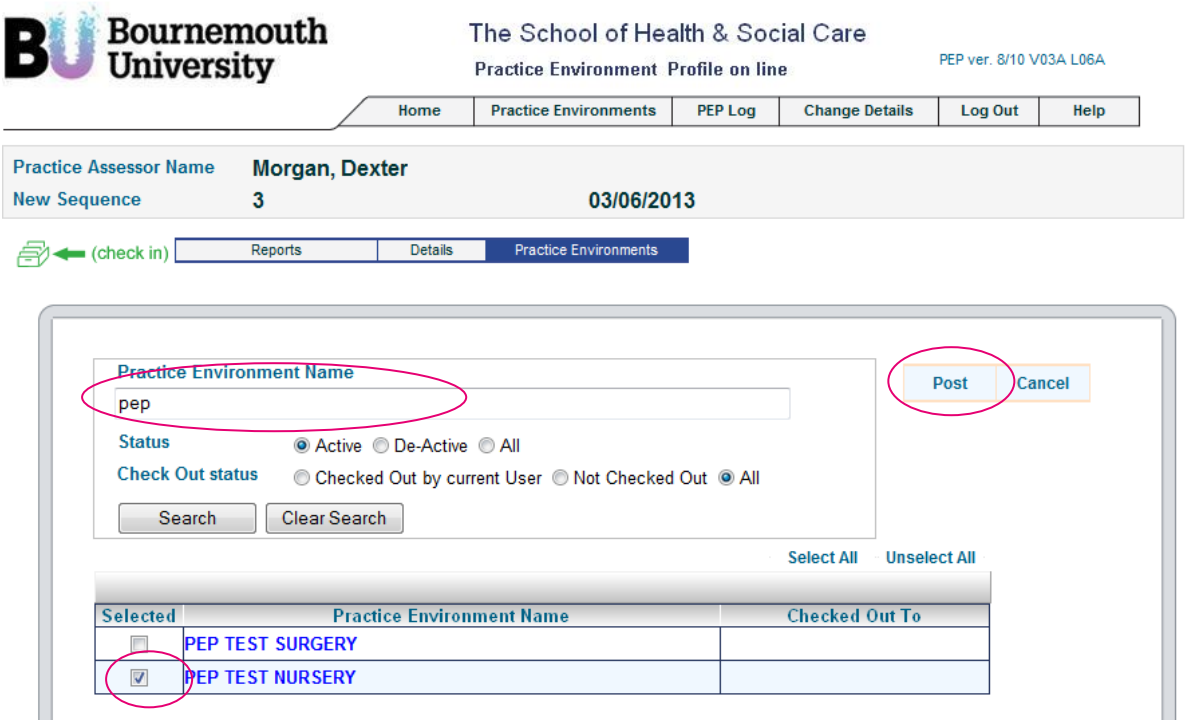
Now you need to link the Practice Assessor with the relevant placement area. In order to do these please select Practice Assessor from the list on click on 'check out'



Go to the Practice Environments section and click on 'Add New'



Search for the placement area you wish to link the Practice Assessor with. Tick the box next to it and click 'Post'.



When the system asks you: **Are you sure you want to link the following Practice Environments: PEP TEST NURSERY** please click 'Post' again.

The Practice Assessor should be successfully linked with the relevant placement area.

Details of the practice assessor should be now available to view on PEP and Audit Tool.

To return to PEP please click on the Practice Environments tab on the top of the page

- Amend a Practice Assessor's details - select a Practice Assessor by clicking the tick box next to their name, then select 'Amend' and a new screen will appear. Update the details and click 'Post' to confirm.

- Delete a Practice Assessor - select a Practice Assessor by clicking the tick box next to their name, then select 'Delete'. A warning message will appear to assure you want to delete the record. Click 'Delete' to confirm.

6. Help

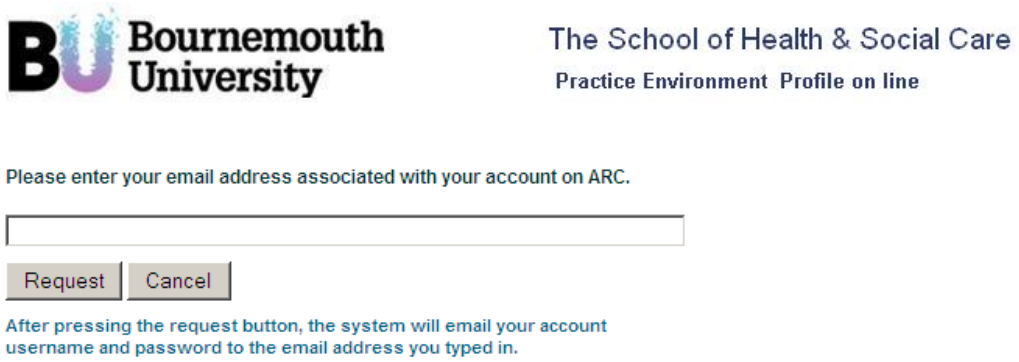
Contact

If you have any PEP related queries or require support please email: pepsupport@bournemouth.ac.uk.

Lost/forgotten user name/password

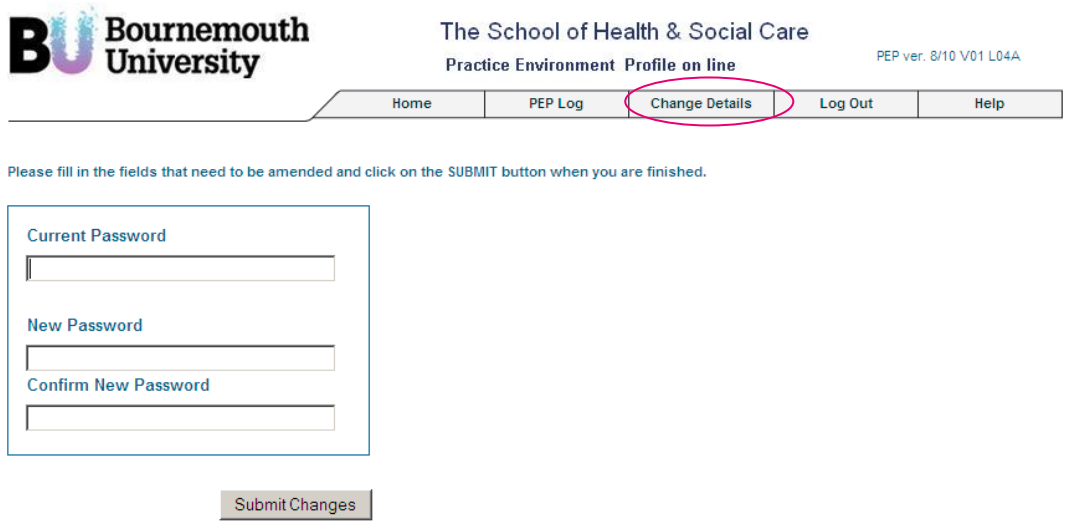
Your user name is your email address. If you have lost or forgotten your password please go to the PEP login page: https://barc.bournemouth.ac.uk/pep and click on: 'If you have forgotten your password CLICK HERE'.
Your password will be emailed to you.

If you continue to have problems, please email: pepsupport@bournemouth.ac.uk


Bournemouth University
The School of Health & Social Care
Practice Environment Profile on line
Please enter your email address associated with your account on ARC.
Request
Cancel
After pressing the request button, the system will email your account username and password to the email address you typed in.

How to change your password?

When you log onto your PEP there is a toolbar at the top of the page. Please select: ‘Change Details’ option and follow instructions:


Bournemouth University
The School of Health & Social Care
Practice Environment Profile on line
PEP ver. 8/10 V01 L04A
Home
PEP Log
Change Details
Log Out
Help
Please fill in the fields that need to be amended and click on the SUBMIT button when you are finished.
Current Password
New Password
Confirm New Password
Submit Changes

Checking for updates

The PEP should be monitored regularly as allocations are normally released 6 weeks prior to the commencement of the placement. This information may change. If there are any last minute changes to the list of students allocated to your placement area you will be contacted by the Placement Administrator.

Updating PEP

It is essential that your PEP is checked for accuracy every 6 months and/or if the placement area significantly changes. Please remember that students will be relying on the information you provide being as up to date and accurate as possible. Most of the information you provide will be shared with students via the ARC POW system, so you need to consider how the information you input will appear to students.

There are two levels of user access permissions: view only and edit rights.
If you do not have edit rights, please make sure that you know who in your Trust is responsible for updating the PEP and keep them updated if any changes to your placement area occur.

Placement areas are responsible for making sure that all the contact details are up to date. If there are any changes to your contact details within your placement area please email: pepsupport@bournemouth.ac.uk so we can update it in our database and in PEP.

Session Time Out

Online PEP sessions are limited to 10 minutes and therefore you need to save your work regularly.

Printing Out from PEP

As with any internet page you can print using the normal print command, but this may cause some of the information to be cut off. If you require information for printing use the reports facility instead.

Feedback and Comments

The HSC Placements Support Team will appreciate your feedback and comments. If you have any ideas that may improve PEP please contact us for discussion.